

To: Chehalis River Basin Flood Authority
From: Lara Fowler, Coordinator
Re: Further thoughts re: staffing
Date: June 21, 2012

The Flood Authority's Executive Committee has had a variety of discussions regarding staffing for the time period from July 1, 2012 to June 30, 2013. This memorandum is an attempt to summarize them.

Major Work Items from July 1, 2012 to June 30, 2013:

There are a number of major work items during this time period, including the following:

1. Assisting the Flood Authority in its review of the OFM report, including next steps and any recommendations the Flood Authority might wish to take.
2. Working with OFM and the Chehalis Tribe to review and approve projects under the Legislature's recently approved "Jobs Now Act."
3. Refining the work plan for 2012-2013, then developing recommendations for the Flood Authority going forward after June 30, 2013.

Roles/Assignments

As the coordinator, I have been performing three major roles. These include helping facilitate the Flood Authority in discussions of various topics; staffing the Flood Authority by writing up reports or summaries and communicating with the public; and finally, helping with administrative issues such as scheduling, organizing tours, and managing contracts. In considering options for moving forward, we discussed having these three roles covered by three sets of people to provide continuity going forward.

1. Facilitation- Jim Kramer/ Ruckelshaus Center (in partnership with the Governor's Office)
2. Staffing- SBGH Partners
3. Administrative - Nancy Ligon (through GTH)

Detailed Assignments/Tasks

Within these roles, I can see the following detailed tasks.

Facilitation:

- A. Facilitate Executive Committee
- B. Facilitate Flood Authority meetings
- C. Brief individual members as necessary in preparation for Flood Authority meetings

Staffing:

- A. Work with Executive Committee, Facilitator as needed- S. Boettcher
 - a. Determine monthly meeting agendas
 - b. Assemble monthly meeting materials
 - c. Review meeting notes as needed
- B. Ensure OFM/Flood Authority contract is updated (work with B. Johnson)- S. Boettcher
- C. Draft staff reports on various issues, including OFM Report response- S. Boettcher

- D. Work with contractors on deliverables- S. Boettcher
 - a. Additional modeling scenarios (Watershed Science & Engineering)
 - b. Installation & troubleshooting of Early Warning System Gages (WEST Consultants)
- E. Work with Education & Outreach Sub-committee to update outreach plan, next steps- S. Boettcher
 - a. Further update iPRMT site
 - i. Work w/ Anchor QEA on fisheries study, fisheries impact documents
 - ii. Work with Conservation Commission staff on uploading documents
 - iii. Update other archival documents as needed
 - b. Figure out outreach/updates
 - c. Provide educational briefings as needed (legislative, congressional staff, etc.)
- F. Help support Project Committee work- S. Boettcher, G. Hueckel
 - a. Gather info on ESB 5127 projects (G. Hueckel)
 - b. Work with Chehalis Tribe/OFM on review/approval (S. Boettcher)
 - c. Help facilitate project implementation through coordination w/ agencies, other
 - i. Agency permit team
 - d. Develop proposal for 2013-2015 budget
- G. Develop long term capital program

Administrative:

- A. Schedule meetings
- B. Circulate news articles
- C. Help make sure that equipment/supply needs are met
- D. Work with S. Boettcher to maintain iPRMT site, public materials
- E. Work with Lewis County staff on monitoring contracts, deliverables

Budget/Next Steps

After considering these needs and options, the Flood Authority Executive Committee recommends moving forward with dividing the staffing as outlined in this memo, with a three month trial period (for July, August and September) to evaluate the effectiveness of the arrangement.